

STAT


Sanitized Copy Approved for Release 2010/07/02 : CIA-RDP89-00244R000601140011-3

Age Denied

Sanitized Copy Approved for Release 2010/07/02 : CIA-RDP89-00244R000601140011-3

18 October 1984

MEMORANDUM FOR: Chief, Procurement Division, OL
Chief, Supply Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Printing and Photography Division, OL
Chief, Security Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Procurement Management Staff, OL
Chief, Information and Management Support Staff, OL
Chief, New Building Project Office, OL
Chief, Logistics and Procurement Law Division, OGC
Chief, OC-OL Information Management Center
Chief, Headquarters Operations, Maintenance and
Engineering Division, OL

STAT FROM: 
Executive Officer, OL

SUBJECT: Overtime Hours

1. Given the general concerns regarding the use of overtime and its increase within the Office of Logistics, it is imperative that detailed records be maintained on overtime usage. Along these lines, particular attention should be paid to the keeping of records of those employees providing security escort services on an overtime basis.

2. We will continue to request the quarterly overtime memoranda which should contain the amount of overtime hours anticipated and the reasons for same. If the number of overtime hours requested is higher than what was requested in the past, a written explanation should be included.

3. Thanks for your cooperation in this area.

STAT

